

Message Text

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ORIGIN ITFE-05

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DRAFTED BY IATF:AKOBLER

APPROVED BY IATF:JVTAFT

IATF:PASTKINS

IATF:MMERCURIO

IATF:BKELLY

S/S:-O:PSHANKLE

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FM SECSTATE WASHDC

TO CINCPACREP

CP PENDLETON

FT CHAFFEE

EGLIN AFB

INDIANTOWN GAP

TRAVELERS AID INTERNATIONAL SOCIAL SVCS 345

EAST 46TH ST NEW YORK NEW YORK 10017 212/687-2747

INFO AMERICAN COUNCIL OF VOLUNTARY AGENCIES

AVE SOUTH NEW YORK NEW YORK 10003 212/777-8210

US CATHOLIC CONFERENCE MIGRATION AND REFUGEE SVCS 1312

MASSACHUSETTS AVE NW WASHDC 20005 202/659-6631

AMERICAN FUND FOR CZECHOSLOVAK REFUGEES

BROADWAY ROOM 513 NEW YORK NEW YORK 10019 212/265-1919

CHURCH WORLD SVCS IMMIGRATION

AND REFUGEE PROGRAM 475 RIVERSIDE DR

NEW YORK NEW YORK 10027 212/870-2061

LUTHERAN IMMIGRATION AND REFUGEE SVC 315 PARK

AVE SOUTH NEW YORK NEW YORK 10010 212/677-3950

TOLSTOY FOUNDATION INC 250 WEST 57TH STREET

NEW YORK NEW YORK 10019 212/247-2922

INTERNATIONAL RESCUE COMMITTEE 386 PARK AVE

SOUTH NEW YORK NEW YORK 10016 212/679-0010

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AMERICAN COUNCIL FOR NATIONALITIES SVC

ST NEW YORK NEW YORK 10018 212/279-2715

UNITED HIAS SVC INC 200 PARK AVE

SOUTH NEW YORK NEW YORK 10003 212/674-6800

YMCA INTERNATIONAL DIVISION 291
BROADWAY NEW YORK NEW YORK 10007 212/374-2188

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E.O. 11652: N/A

TAGS: SREF

SUBJECT: PROGRAM FOR HANDLING DIRECT-NAME SPONSORSHIP
OFFERS

FOR: CIVIL COORDINATORS

1. PROBLEM: AS OF LATE JUNE, ABOUT 7,000 DIRECT-NAME SPONSORSHIP OFFERS HAVE BEEN RECEIVED BY THE TASK FORCE. DATA ON EACH OF THESE OFFERS FORMS PART OF THE TASK FORCE'S COMPUTERIZED SPONSORSHIP FILE. IN ADDITION THE FILE CONTAINS ABOUT 15,000 NON-SPECIFIC SPONSORSHIP OFFERS, THE HANDLING OF WHICH WILL BE THE SUBJECT OF A SEPTEL. OF THE 7,000 DIRECT-NAME OFFERS, 1,260 WERE ALLOCATED IN MAY TO THE VOLUNTARY AGENCIES FOR HANDLING. BUT THE STATUS OF THE LATTER CASES IS STILL UNCLEAR. THE REMAINING LIST OF SOME 5,700 OFFERS HAS YET TO BE ACTED ON AT ALL. UNDOUBTEDLY, SOME OF THE NAMED EVACUEES NEVER DEPARTED SAIGON; OTHERS MAY ALREADY HAVE REACHED THEIR INTENDED SPONSOR. WHATEVER THE CIRCUMSTANCES, THE TASK FORCE NEEDS TO KNOW THE CURRENT STATUS AND INSURE THAT ACTION IS TAKEN ON UNCOMPLETED CASES.

2. OBJECTIVE: TO DEVELOP PROCEDURES FOR EXPEDITIOUS INVESTIGATION OF ALL DIRECT-NAME SPONSORSHIP OFFERS RECEIVED THROUGH TASK FORCE CHANNELS. THE PROCEDURES MUST ACCOMPLISH THE FOLLOWING SPECIFIC REQUIREMENTS: (1) LOCATION OF NAMED REFUGEE (AND FAMILY), IF HE DID IN FACT ENTER THE EVACUEE STREAM: (2) RECONFIRMATION OF SPONSOR'S INTEREST IN SPONSORING; AND (3) EXPEDITIOUS LINKING UP OF SPONSOR AND EVACUEE.
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3. IMPLEMENTATION: THE PROCEDURES OUTLINED BELOW PROVIDE A SEQUENCE OF EVENTS FOR HANDLING DIRECT-NAME SPONSORSHIP OFFERS. THEY WILL BECOME EFFECTIVE MONDAY JULY 7.

4. WASHINGTON LEVEL -- THE ASSOCIATE DIRECTOR FOR OPERATIONS HAS ASSEMBLED A STAFF TO SERVE AS CASE WORKERS TO HANDLE DIRECT-NAME SPONSORSHIP OFFERS. THEY WILL HAVE ACCESS TO THE COMPUTER FOR UPDATING THE DATA BASE AND MONITORING CASE STATUS. THE COMPUTER WILL SERVE AS THE PRINCIPAL MEANS OF ASSIGNING ACTION RESPONSIBILITY TO PARTICULAR CAMPS (SEE DESCRIPTION OF COMPUTER PROCEDURES BELOW).

(A) STEP 1: EACH CASE WORKER WILL RECEIVE A BLOCK OF SPONSORSHIP OFFERS TO INVESTIGATE: THE FIRST STEP IN THE PROCESS WILL BE TO QUERY THE EVACUEE FILE IN THE COMPUTER FOR DATA ON THE LOCATION OF A GIVEN REFUGEE.

(B) STEP 2: CASE WORKER CALL THE POTENTIAL SPONSOR FOR MORE INFORMATION ON THE WHEREABOUTS OF THE REFUGEE IN QUESTION AND CONFIRMATION OF THE SPONSORSHIP OFFER.

(C) STEP 3: IF NEITHER THE SPONSOR NOR THE COMPUTER YIELDS DEFINITE INFORMATION ABOUT THE LOCATION OF THE REFUGEE IN QUESTION, THE CASE WORKER WILL PLACE THE FILE IN A HOLD STATUS. EACH WEEK, THE CASE WORKER WILL REQUERY THE EVACUEE FILE FOR POSSIBLE NEW DATA ON THE REFUGEE IN QUESTION. IF THE CASE WORKER DOES DETERMINE THE LOCATION OF A NAMED REFUGEE, HE WILL TRANSFER ACTION ON THE CASE TO THE VOLAG COORDINATOR AT THE APPROPRIATE RECEPTION CENTER.

5. RECEPTION CENTER LEVEL --

(D) STEP 4: EACH DAY, THE CAMP VOLAG COORDINATOR WILL QUERY THE COMPUTERIZED SPONSORSHIP FILE FOR IDENTIFY CASES ASSIGNED TO HIM IN THE PAST 24-HOUR PERIOD.

(E) STEP 5: AFTER RECEIVING A CASE, THE VOLAG COORDINATOR ATTEMPTS TO LOCATE THE REFUGEE IN THE CAMP. IF HE
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LOCATES THE REFUGEE, HE WILL CALL THE SPONSOR TO CONFIRM THE RELATIONSHIP AND INFORM THE SPONSOR OF THE PARTICULAR VOLAG WITH WHOM THE REFUGEE HAS REGISTERED.

(F) STEP 6: THE VOLAG COORDINATOR THEN TURNS THE CASE OVER TO THE APPROPRIATE VOLAG FOR PROCESSING. THE VOLAG COORDINATOR ALSO CODES THE SPONSORSHIP FILE TO INDICATE THE VOLAG ASSIGNMENT, AND USES THE COMPUTER TO MONITOR THE STATUS OF THE CASE. NOTE: IF THE NAMED REFUGEE CANNOT BE LOCATED AT CAMP, HAS LEFT CAMP, OR IS NOT THE INDIVIDUAL SOUGHT BY THE SPONSOR, THE VOLAG COORDINATOR WILL NOTIFY THE POTENTIAL SPONSOR BY PHONE. THE VOLAG COORDINATOR WILL THEN CODE THE COMPUTER FILE TRANSFERRING ACTION BACK TO WASHINGTON, AND THE CASE WORKER WILL CONTINUE HIS SEARCH FOR THE REFUGEE.

6. INSTRUCTION FOR MONITORING NAMED SPONSORSHIP OFFER VIA COMPUTERIZED FILE. THE METHOD FOR KEEPING TRACK OF WHO IS RESPONSIBLE FOR EACH NAMED SPONSORSHIP OFFER AND THE STATUS OF THESE OFFERS IS TO RECORD THE INFORMATION IN COMPUTERIZED FILE. SIGNING ONTO THE DMS SYSTEM USING THE DMTIOS ENTRY CODE ALLOWS ANY RECORD IN THE AUTOMATED SPONSORSHIP FILE TO BE UPDATED FROM THE TERMINAL. THIS

IS DONE SIMPLY BY TYPING THE NEW OR CORRECTED DATA INTO THE FORMAT WHICH APPEARS ON THE CRT SCREEN. ANY TECHNICAL QUESTION ON THE PROCEDURE SHOULD BE PUT TO YOUR ADP COORDINATOR OR DIRECTLY TO THE COMPUTER CENTER BY PHONING 301-427-6234.

7. FIELD AG CONTAINS UP TO A 5 CHARACTER CODE WHICH INDICATES THE ORGANIZATIONAL ELEMENT CURRENTLY RESPONSIBLE FOR THE CASE (THE SPONSORSHIP OFFER). WASH IN THIS FIELD INDICATES THE CASE WORKER IN WASHINGTON HAS RESPONSIBILITY. PEND, CHAF, ITG AND EGLIN REFER THE VOLAG COORDINATORS VN THE RESPECTIVE CAMPS. WHERE THE VOLAG COORDINATOR PASSES THE CASE TO A VOLAG AT THE CAMP, THE AG FIELD IS CHANGED TO A CODE MADE UP OF A SINGLE CHARACTER (C,P,I OR E) TO INDICATE THE CAMP FOLLOWED BY THE

2-4 CHARACTERS TO SPECIFY THE PARTICULAR VOLAG IT IS BEING PASSED TO.
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8. AS AN EXAMPLE, THE FOLLOWING CODE WOULD BE USED TO DESIGNATE THE RESPECTIVE VOLAG AT CAMP PENDLETON:
PIRC - INTERNATIONAL RESCUE COMMITTEE; PHIAS - UNITED HIAS; PUSCC - U.S. CATHOLIC CONFERENCE; PCWS - CHURCH WORLD SERVICE; PLIRS - LUTHERAN IMMIGRATION AND REFUGEE SERVICE; PLDS - LATTER DAY SAINTS; PTOLS - TOLSTOY FOUNDATION, INC.; PCZEC - AMERICAN FUND FOR CZECHOSLOVAK RELIEF; PARC - AMERICAN RED CROSS; PTA - TRAVELER'S AID - INTERNATIONAL SOCIAL SERVICES.

9. THESE PRECISE CODES MUST BE USED, ONLY CHANGING THE P TO I, E, OR C AS APPROPRIATE TO THE INDIVIDUAL CAMPS. IF ANY VARIATIONS ARE USED CASES WILL NOT BE

LOCATEABLE. THEY WILL ALSO NOT BE WORKABLE IF THE FILE IS NOT CHANGED PROMPTLY WHEN A CHANGE IN RESPONSIBLE PARTY TAKES PLACE. IN ADDITION TO THIS FIELD ALL OF THE FOLLOWING FIELDS MUST BE KEPT CURRENT.

FULL NAME	MAXIMUM LENGTH	DESCRIPTION
AG	5	ORGANIZATIONAL UNIT CURRENTLY RESPONSIBLE FOR WORKING THE OFFER (DETAIL ABOVE).

SPST	1	STATUS OF THE OFFER
		X - ASSIGNED TO CASE WORKER IN WASH. OR CAMP VOLAG COORDINATOR BUT THEY HAVE NOT COMPLETED ANY ACTION ON THE CASE.

F - NAMED EVACUEE HAS BEEN
CONFIRMED BY THE VOLAG IN
CAMP AS THE PERSON SPONSOR
HAD IN MIND.

C - VOLAG HAS COMPLETED
VERIFICATION OF OFFER BY

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VISIT TO SPONSOR HOME, ETC.
(F STATUS PREVIOUSLY
ACCOMPLISHED).

D - EVACUEE AND FAMILY HAS
DEPARTED CAMP FOR RESETTLE-
MENT LOCATION

STDT 6 DATE ON WHICH CURRENT
STATUS BECAME EFFECTIVE.

VWK 10 INITIALS OF WASHINGTON CASE
WORKER

UCOM 77 ANY COMMENTS ON STATUS OF
OFFER THAT UNIT OR PERSON
RESPONSIBLE FOR OFFER CARE
TO MAKE. CAN BE DATA OF
INTEREST TO UNIT TO WHICH
RESPONSIBILITY IS BEING
PASSED.

10. WHEN AN EVACUEE HAS COME TO BE ASSOCIATED WITH THE
OFFER EITHER TENTATIVELY OR CONFIRMED OR THE PERSON THE
SPONSOR, THE RESPONSIBLE ELEMENT SHOULD ENTER DATA IN THE
FOLLOWING FIELDS WHICH IDENTIFY THE EVACUEE AND FAMILY:

MAXIMUM		
FIELD NAME	LENGTH	DESCRIPTION
EVID	8	CAMP ID NUMBER OF EVACUEE
EUNAME	30	NAME OF EVACUEE
EID	6	FAMILY ID NUMBER OF EVACUEE
FAMSZ	2	SIZE OF EVACUEE FAMILY
ANUM	8	INS A NUMBER

11. SENIOR CIVIL COORDINATOR AT HIS OPTION MAY AUTHO-
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RISE HIRE OF ONE PERSON TO ASSIST CAMP ADP COORDINATOR
AS DATA LIAISON WITH VOLAGS. IF ADDITIONAL PERSONNEL
RESOURCES NEEDED FOR THIS PURPOSE WILL AUTHORIZE ON
INDIVIDUAL CAMP BASIS. KISSINGER

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UNITED HIAS SVC INC PARK AVE
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